Instructor: J.I. Stewart
Time: Tuesdays, 6:00-8:00 p.m., commencing September 22
Place: Galbraith Building
Fee: $95.00 – 25 sessions
Texts: H.D. Woods, S. Ostry, *Labour Policy & Labour Economics in Canada,* MacMillan (paperback); Selected issues of Annual Reviews, Economic Council of Canada, to be announced at first class.

Management for Industry

Instructor: W.T. Nutson
Time: Mondays, 7:00-9:00 p.m., commencing September 21
Place: Galbraith Building
Fee: $95.00 – 25 sessions
Text: W.W. Haynes, J.L. Massie, *Management – Analysis Concepts and Cases,* revised edition, Prentice-Hall, 1969

Interviewing and Counselling

Instructor: J.C. Chisholm
Time: Tuesdays, 7:30-9:30 p.m., commencing September 22
Place: East Asian Studies Building
Fee: $95.00 – 25 sessions
Texts: G. Shuksmith, *Assessment Through Interviewing,* Pergamon Press, 1968 (paperback); J.A.C. Brown, *The Social Psychology of Industry,* Pelican, 1954 (paperback)

Human Relations and Human Organization

Instructor: M. Wilson
Time: Mondays, 7:00-9:30 p.m., commencing October 5
Place: East Asian Studies Building
Fee: $100.00 – 20 sessions
Text: None

Adult Learning and Teaching

Instructor: A.R. Devlin
Time: Wednesdays, 6:30-8:30 p.m., commencing September 23
Place: Galbraith Building
Fee: $95.00 – 25 sessions
Text: J.R. Kidd, *How Adults Learn,* Association Press (New York) or G.R. Welch (Etobicoke), 1959

Training and Developing Personnel (Principles and Methods)

Instructor: A. Joma
Time: Wednesdays, 7:00-9:00 p.m., commencing September 23
Place: Galbraith Building
Fee: $95.00 – 25 sessions
Text: ASTD, *Training and Development Handbook,* McGraw-Hill, 1967

Communications

Instructors: A.F. Collaco, M. Ciglen
Time: Tuesdays, 6:30-8:30 p.m., commencing September 22
Wednesdays, 6:30-8:30 p.m., commencing September 23
Thursdays, 6:30-8:30 p.m., commencing September 24
Place: East Asian Studies Building
Fee: $95.00 – 25 sessions
Text: None

An Overview of Personnel Administration (half course)

Instructor: G. Wilson
Time: Mondays, 6:00-8:00 p.m., commencing January 4
Place: Carr Hall
Fee: $45.00 – 13 sessions
Text: Strauss and Sayles, *Personnel – The Human Problems of Management,* Prentice-Hall, 2nd edition, 1967

Statistical Methods (half course)

Instructor: V. Sawyer
Time: Thursdays, 7:30-9:30 p.m., commencing October 1
Place: Galbraith Building
Fee: $45.00 – 12 sessions
Text: TBA

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84 Queen's Park
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Courses

Obligatory

Organizational Psychology

Instructor:	M. Weissengruber
Time:	Thursdays, 6:00-8:00 p.m., commencing September 24
Place:	Carr Hall
Fee:	$95.00 – 25 sessions
Text:	H.J. Leavitt, *Managerial Psychology,* University of Chicago Press, 1964 (paperback)

The Personnel Function

Instructor:	T.L. Bourk
Time:	Mondays, 7:00-9:00 p.m., commencing September 21
Place:	New Academic Building, Victoria College
Fee:	$95.00 – 25 sessions
Texts:	J.W. Towle, S.H. Schoen, R.L. Hilgert, *Problems and Policies in Personnel Management, A Case Book,* Houghton-Mifflin, 1965; W.L. French, *The Personnel Management Process: Human Resources Administration,* Houghton-Mifflin, 1964

Management Principles and Organizational Behaviour (for those basically interested in Personnel Relations)

Instructors:	A.I. Hainey, K.W. Preston
Time:	Wednesdays, 6:00-8:00 p.m., commencing September 23
Place:	Galbraith Building
Fee:	$95.00 – 25 sessions
Text:	A reading list will be provided

Economics – An Introduction (for those basically interested in Labour Relations)

Instructors:	J.I, McDonald, W.H. Merritt
Time:	Tuesdays, 7:00-9:00 p.m., commencing September 22 Thursdays, 6:00-8:00 p.m., commencing September 24
Place:	Tuesdays – Galbraith Building Thursdays – Carr Hall
Fee:	$95.00 – 25 sessions
Text:	P.A. Samuelson, A Scott, *Economics, – An Introductory Analysis,* McGraw-Hill, 1968

Labour Relations (for those basically interested in Labour Relations)

Instructor:	F.W. Murray
Time:	Mondays, 7:30-9:30 p.m., commencing September 21
Place:	Galbraith Building
Fee:	$95.00 – 25 sessions
Text:	N.W. Chamberlain, J.W. Kuhn, *Collective Bargaining,* McGraw-Hill

Optional

The Economics of Labour Relations